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OCT 20 1973

MEMORANDUM FOR: Chief, Security Staff, ODSE
Chief, Security Staff, OL
Chief, Special Security Center, OS
Chief, Information Systems Security Group, OS
Chief, Safety Branch, OS
Chief, Training Branch, OS

THROUGH: Chief, Physical Security Division, OS

FROM: [REDACTED]
Acting Chief, Industrial Security Branch, PSD

SUBJECT: Industrial Security Officers' Training
Course (U/AIUCO)

1. (U/AIUCO) It is requested that addressees review the attached course proposal for content and schedule, and provide any comments, suggestions, additions, or deletions no later than 24 November 1973. It would also be appreciated if you could provide an approximate number of officers who might be attending and in what other time frames you foresee a need for the course to be conducted.

2. (U/AIUCO) The attached curriculum, when finally approved, will form the basis of an Industrial Security Officers' Training Course. A brief statement accompanying each day's instruction sets forth the objective of each of the days. The Industrial Security Branch (ISB) hopes that the first running of this course will start on 20 January 1979 in the Washington, D. C. area.

3. (U/AIUCO) The overall objective of the course will be to provide, to security personnel who attend, a general familiarization with and an appreciation for the problems and opportunities which they will face in their respective industrial security positions. Further, attendees should leave the course with a better understanding of how each of the various offices engaged in the industrial security effort

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reacts with and supports each other. Please advise ISB in your response if you disagree with the overall objective, and provide your comments based on the depth of coverage and length of time which you think should be devoted to each topic. Otherwise, your comments, suggestions, additions, or deletions should be made with the above broad objective in mind.

4. (C) If there are any questions or if additional information is needed, please contact [REDACTED] on extension [REDACTED]

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Att

Distribution:

Orig - C/SS/OD&E

1 - C/SS/OL

1 - C/SSC

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1 - C/SB

1 - C/TB

1 - ISB Subject

① - ISB Chrono

ISB/ [REDACTED] (19 October 1978)

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Day 1
0900 - 1645

0900 - 0945 Course Administration (Introductions, Purpose, Predication)
0950 - 1015 Address by D/OS
1030 - 1050 Overview of the History of Industrial Security
1100 - 1145 Mission of the Agency's Industrial Security Program
1145 - 1300 Lunch
1300 - 1350 Mission of the Department of Defense Industrial Security Program*
1400 - 1445 Mission of the Agency's Industrial Security Branch
1500 - 1550 Mission of the Special Security Center
1600 - 1645 Mission of Compartmented Information Branch

Instructors - D/OS
C/ISB
SSC representative
CIB representative } Agency

*Defense Logistics Agency representative-guest

--is a general look at the industrial security program of the Agency and a brief look at the DOD program and how it reacts to the Agency. The day ends with explanations of the important Intelligence Community functions of the Center and CIB.

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Day 2

- 0830 - 0900 Selected Readings and Study
- 0900 - 1000 Basic statutes and regulations from whence Agency derives its procurement authorities, ASPR's, delegations of authority (including "special"), procurement organization (contracting teams)
- 1000 - 1200 Contract Cycle
Pre-proposal planning (RFP's, IFB's)
- 1200 - 1315 Statement of Work (Security conditions/
(Lunch) rqmts)
- 1315 - 1400 Types of contracts (RDE, Service, External Analysis)
Negotiated vs. Formal Advertising
Fixed Price (Purchase Orders)
Cost Plus....Fixed Fee, Award Fee, Incentive Fee
Source Selection (videotape)
Negotiation Techniques (Film)
Change Orders
Settlement (Boiler Plate)
- 1415 - 1500 Audits & Inspections
Financial (direct and indirect costs, overhead; who pays for security enhancements?)
Security (role of security officer as member of contract team)
- 1515 - 1645 Synergy in Action (Teamwork)
Stresses responsibilities of:
Contracting Officer
Contracting Officer's Technical Rep (COTR)
Project Officer/Manager
Security Officer

--is a capsule version of the Project Officer in the Contract Cycle. The biggest plus from this day will be the indoctrination to the jargon used in the world of U. S. Government/Agency contracting.

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Day 3
0900 - 1645

0900 - 0930 Study and Selected Readings

0945 - 1045 Other contracting elements of the IC and their relationship to the Agency*

1100 - 1200 The NRO and its relationship to the Agency and other IC elements*

1200 - 1315 Lunch

1315 - 1430 Office of Logistics Security Staff Organization and Procedures

1445 - 1515 CONIF Briefing

1530 - 1645 Industrial Security and Security Access Approvals Processing

Instructors - CONIF Branch Staff
OL Security Staff
PSI/I&CB Members
NRO Staff
IC Contracting Personnel *Guest

--continues in the morning session the generalized coverage pursued in the first two days. A guest speaker from another Intelligence Community Agency which contracts with industry will describe the other Agency's mission, responsibilities, and general rules of contracting. Another guest speaker will draw all of the various elements in the Intelligence Community and the NRO together and show how each is tasked to collect and ultimately produce finished intelligence.

The afternoon sees the course begin to get more specific as the Office of Logistics organization responsibilities and procedures are covered. As well, the approval processing procedures for both OL and DDS&T will be covered and the information available to a security officer in the Contract Information File is reviewed.

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Day 4
0900 - 1645

0900 - 0930 Study and Selected Readings
0930 - 1100 OD&E Security Staff Organization and Procedures
1110 - 1145 STEPS Briefing
1145 - 1300 Lunch
1300 - 1345 Communications Security Briefing
1400 - 1445 Agency Travel Regulations
1500 - 1545 Preparing for the Security Audit Inspection
1600 - 1645 SAG Support available to Industrial Security

Instructors - Communications Security Personnel
STEPS Branch Staff
OD&E Security Staff
PSI/I&CB Members
OS/B&F representatives
ISB Personnel
SAG Personnel

--OD&E responsibilities, procedures, and contract information will be covered. The function of the security staff and how it works day-to-day with the Contracting Officer is covered. The STEPS briefing will cover the type of data available and how it is useful to the inspector. The day ends with an introduction to inspections and the first steps which should be taken, Communications Security responsibilities, and the CI problems which surface in industry.

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Day 5
0900 - 1600

0900 - 0930 Study and Selected Readings

0930 - 1200 Mission of ISSG (to include explanation of TEMPEST, Media Storage Libraries, Computer terminology, security hazards in computers and a brief explanation of computer systems)

1200 - 1300 Some Computer Security Measures

1300 - 1430 Lunch and Travel to Headquarters

1430 - 1600 Tour and explanation of CIA Computer Center (GA-03)

Instructors - ISSG Personnel
Computer Center Personnel

--Today is merely an introduction to the vast and complex world of computer security. The tour of the Computer Center provides an opportunity to view firsthand the problems, as well as some practical applications of how to control automated data.

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Day 6
0830 - 1615

0830 - 0900 Study and Selected Readings
0900 - 1000 Industrial Polygraph Program
1015 - 1145 Basics of Document Control
1145 - 1300 Lunch
1300 - 1530 Security Alarms
1530 - 1615 Beginning the security inspection/audit

Instructors - Polygraph Branch Personnel
ISB Personnel
SEB Personnel

--An explanation of the program and how it is accepted, as well as a brief explanation of its effectiveness. An introduction to the problems of controlling documents with an emphasis on facilities which control large numbers. The afternoon will be spent on an explanation of the basic theory of the operation of perimeter and room alarm systems and a look at some of the acceptable types and how to test. The day ends with an explanation of the initial meeting and first day's activities at a contractor facility.

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Day 7
0900 - 1630

0900 - 0930 Study and Selected Readings
0930 - 1145 Security containers, vaults, secure areas,
locks, doors (types of)
1145 - 1300 Lunch
1300 - 1345 Destruction Devices
1400 - 1630 Construction Terminology and Techniques

Instructors - SEB Personnel
ISB Personnel
OL/Facilities Branch Personnel

--The morning will be devoted to a review of the various kinds of security containers, locks, doors, and control devices found in industry, as well as a discussion of the specifications for vaults, secure areas, and other storage areas. After lunch, approved destruction devices will be viewed and discussed. The last hour of the day will be a brief discussion of blueprint reading, symbols, and what can be learned from a facility by accurately interpreting blueprints and understanding some of the basics of building constructions.

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0830 - 0900	Selected Readings and Study
0900 - 1000	Technical Division Responsibilities - Telephones, intercoms, etc., problems
1015 - 1215	Safety for Industrial Security
1215 - 1330	Lunch
1330 - 1545	Conduct of the Audit
1600 - 1630	Conduct of the Exit Interview

--Technical Division will highlight its role in Industrial Security and its progress in conducting inspections, and discuss briefly some of the technical security problem areas which an ISO should be aware of in visiting contractors. The day ends with a detailed look at the areas to be covered in conducting an inspection/audit and how the findings are presented to management. Safety Branch will provide an insight into life safety and its role in industry, as well as cover the permissible hardware items which can be recommended.

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Day 9
0900 - 1630

0900 - 1630 Practical Exercise in conducting security
 inspections/audits

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--A physical security survey of the second floor of [REDACTED] Building will be conducted simulating that the second floor occupants perform contract work with the Agency. A scenario setting for the storage areas and work areas will be provided as part of the "preparation" portion of the audit.

Personnel Security and Document Control "inspections" will be accomplished by reviewing applicable sections from companies previously inspected and submitting recommendations as appropriate.

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Day 10
0900 - 1600

0900 - 1100 Practical Exercise Presentations and Critiques
1115 - 1300 Lunch
1300 - 1530 Course Wrap Up and Critique

--Practical exercise critique and course critique will provide the opportunity for attendees to provide criticism and suggestions.

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Selected Readings

1. USIB Policy Statement Establishing Physical Security Standards for Sensitive Compartmented Information Facilities
2. Green Book
3. White Book
4. S/T for Contractors
5. OSHA Regulations
- 25X1A 6. [REDACTED] Report
7. Actual Audit Reports
8. DIAM 50-3
9. DOD 5220.22M
(Industrial Security Manual For Safeguarding Classified Information)
10. Executive Order 12065
11. DCID 1/19 - Control, etc., of SCI
12. DCID 1/20 - Computer Security
13. Blake Task Force Report
14. 50 Questions and Answers